



Benefits Eligibility

Quick Reference Guide



Logging In

- Open Browser (Internet Explorer)
- Type the following URL in the Address
<https://www.edison.tennessee.gov>
- Enter User ID & Password provided from Edison.



View Paycheck

View and Print a copy of your Paycheck
Self Service > Employee Home > Payroll and
Compensation Home > View Paycheck



View Payable Time

View Time Scheduled to be Paid
Self Service > Employee Home > Time Reporting Home
> Payable Time Summary

Benefits Navigation

Searching by National ID

[Benefits](#) > [Search by National ID](#)

Viewing Benefits Summary

HCM [Tab] > [Benefits](#) > [Review Employee Benefits](#) > [Benefits Summary \(w/Pay Dedns\)](#)

Updating Personal Information

[Benefits](#) > [Modify a Person](#)

Entering Job Changes

[Benefits](#) > [Job Data](#)

Viewing Benefit Program Participation Page

[Benefits](#) > [Job Data](#) [Benefits Program Participation]

NEED ASSISTANCE – CALL

FOR BENEFITS QUESTIONS:
BENEFITS SERVICE CENTER
615-741-3590 or 800-253-9981

FOR PAYROLL QUESTIONS:
CENTRAL PAYROLL CALL CENTER
615-741-PAID (7243) or 877-944-3873
(877-94GETPD)

FOR EDISON QUESTIONS:
EDISON HELP DESK
615-741-HELP or 866-376-0104